# 5.4.1 LISTING PARAMETER OPTIONS

Parameter options allow you to exercise some control over what information will be included in your listing output. These options will vary, depending on which listing request screen you have accessed. Options may be identical for some listing request screens and completely different for others. Parameter options that are used in more than one listing request screen are described below. Parameter options unique to a particular listing are defined in that listing's section of the user manual.

## 5.4.1.1 LIMIT IDs

The "Limit IDs" option allows you to specify which cases to (IDs) include in your output listing.

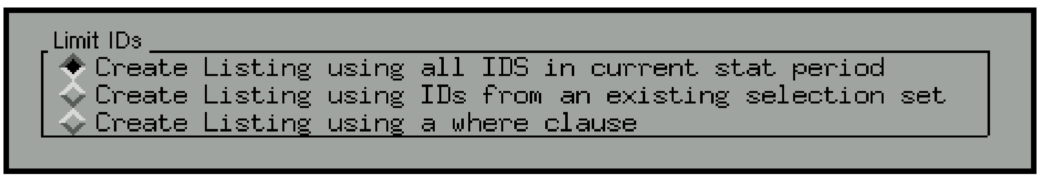


Figure 5.4.1.1 Limit IDs Parameter Option

1. Create listing using all IDs in the current stat period.

   - Choose this option to display ALL IDs, from the Current Stat Period Control file, in your output.

   - The total number of observations (IDs) in the current Stat Period Control File will display in the lower left corner of the screen.

2. Create listing using all IDs from an existing selection set.

   - Choose this option to limit your listing output to those IDs contained in an existing selection set . (See Section 4.1 for information on creating and saving selection sets.)

   - If you select this option, a window will display, listing all of your existing selection sets. The name of the selection set and its associated description are shown. Choose a selection set using the mouse.

   - The number of observations (IDs) in the selection set will display in the lower left corner of the screen.

3. Create listing using where clause

   - Choose this option to limit your listing output to those IDs that meet certain criteria specified in a where clause.

   - Clicking on this button will display the StEPS Standard Where Clause screen. This screen allows you to specify a where clause using a point-and-click approach. (See Section 4.1 for information on using the StEPS Standard Where Clause screen.)

     Variables available for use in the where clause are limited to those from the Stat Period Control file.

   - Once you have specified a where clause, it will display on the parameter screen, directly beneath the “Limit IDs” radio box.

   - The number of observations (IDs) that meet the criteria specified in your where clause will display in the lower left corner of the screen.

### 5.4.1.2 LIMIT ITEMS

The “Limit Items” option allows you to specify which items (from the Item file) to include in your listing output.

Figure 5.4.1.2 Limit Items Parameter

1. Output ALL items

   Select this option to display ALL of the items (from the Item file) in your listing output.

2. Output selected items

   - Choose this option to display a select list of items (from the Item file) in your listing output. When you choose this option, a pick list of available items will display. Select items using the mouse. An asterisk will appear next to those items selected.

   - You may choose up to 35 items.

   - The items you have chosen will display on the parameter screen directly beneath the “Limit Items” radio box.

### 5.4.1.3 DATA TYPE

Most listings that will output data item values will have an option on the listing request screen prompting you to specify which version of the data you wish to include in your output (or use in the calculations to produce the output).  Data version options include the following:

1. Reported — Item data reported by the respondent; received via batch update.

2. Edited — Item data that has not been weighted or adjusted.  Edited data can be identical to the 'reported' data of the respondent, or it may reflect changes to the reported data as a result of imputation or analyst correction

3. Adjusted — For a reporting unit for a specific statistical period, data that incorporates an adjustment factor to compensate for differences between the time periods of the reporting unit and the survey.

4. Weighted — For weighted items indicated by WGTFLG = 'Y' in the Item Data Dictionary, weighted data is computed as ADDATA * WGT or ADDATA * WGT * GWWGT#.

### 5.4.1.4    "BY" VARIABLES

"BY" variables are control variables from the Master or Stat Period Control file that are used to sort (or group) your listing output.  For instance you might want to run a Quick Tab listing and have the output grouped by "SIC".  In this case, "SIC" is considered a BY variable.

In some listing request screens, you will be prompted to enter a <u>value</u> for the BY variable (e.g., SIC = '50321').  In such cases, only those IDs having a matching value (for the BY variable specified) will be included in your listing output.

In cases where you may select more than one BY variable, cases are grouped (in your output) using the BY variables, in the order in which they were selected.


Figure 5.4.1.4     BY Variables Parameter Option

To choose a BY variable:

1. Click on the '➤' to display a pick list of control variables from the Master and Stat

Period Control files. (Note: Not all screens having the “BY variables” option will include variables from the Master Control file. Some listings will only allow you to choose BY variables from the Stat Period Control file.)

2. Select the control variable you want to use as the BY variable, using the mouse.

3. For those listing request screens that also allow you to specify a specific “value” for the BY variable, click on the button next to the “Select specific BY values” field. A list of potential values will display.

   Click on those values you wish to include in your output listing. You may select more than one value. (An asterisk will appear next to those values chosen.) When you have selected all of the values, click on “OK”.

4. The values you have selected will display on the Listing Request screen directly beneath the “BY variable” field. Only those cases in the survey having the values specified will be included in the listing output.

#### 5.4.1.5 DEFINE A RATIO

For some listings, you must specify a numerator and a denominator item so that the program can calculate the ratio of the two items.

To define a ratio:

1. Click on the ‘➤’ in the “Numerator” field to display a pick list of valid items (from the Item Data Dictionary) from which to choose.

2. Select an item.

3. You will be prompted to identify the stat period of the item selected, as CURRENT or PRIOR.

   - If you select CURRENT:

     a. The item name will display in the “Numerator Item” field with the suffix ‘00'.
     b. The denominator will default to the PRIOR version of the data item and the item name will display in the “Denominator Item” field with the suffix ‘01'.

   - If you select PRIOR:

     a. The item name will display in the “Numerator Item” field with the suffix ‘01'.
     b. No default selection will appear in the “Denominator Item” field.

4. To enter a selection or change the default entry in the “Denominator Item” field, click on the ‘➤’ to display a pick list of items from which to choose.

### 5.4.1.6 INCLUDE ONLY IDS WITH VALUES IN BOTH NUMERATOR AND DENOMINATOR

For those listings which calculate a ratio or a percentage for each case, you may choose to exclude (from all calculations and from the listing output), cases that have values of <u>missing</u> or <u>zero</u> in the either the numerator or denominator item.

Click on the “Include only IDs with values in both numerator and denominator” option to select or deselect it.

### 5.4.1.7 LIMIT LIST TO THE TOP CASES

For those listings which calculate a ratio or percentage, you may limit the number of cases displayed in the output to those with the greatest calculated value. For instance, you may only want to see the “ratio effect” for the top 20 cases in a survey. In this example, cases will be displayed in descending order of the ratio effect value. Only the top 20 cases will be included in the output.

1. Click on the “Limit list to top cases” option.

2. You will be prompted to enter a value (from 1 to 99999) for the number of cases you want to see in your output. The default value is ‘20'.

3. Deselect this option by clicking on the field a second time.

### 5.4.1.8 SELECT AN OUTPUT DESTINATION

Specify whether you want to view the listing output on the screen or send it to the printer using the “Output Destination” option:

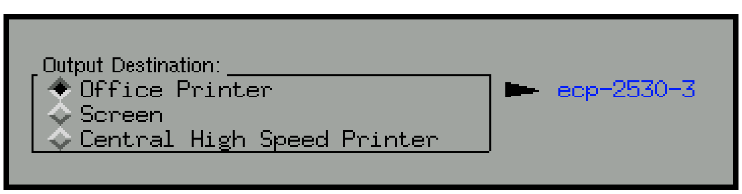


Figure 5.4.1.8 Output Destination Parameter Option

1. Office Printer

   - Choose this option to send your listing output to an available UNIX print queue; this option will be the screen default.

   - If you have specified a default printer in StEPS, that printer will display in the field next to the '➤'. If you would like to send the listing to a printer other than the default, click on the '➤' to display a pick list of printers from which to choose.

   - If you are printing a large listing that may tie up your office printer, you may want to send the listing output to the central high speed printer, see #3 below.

2. Screen

   - Choose this option to display the listing output on the screen (using the SAS© Output window).

   - If you run multiple listings while in the same StEPS session, the results will be appended in the SAS Output window. This is useful if you want to run multiple listings and then print the output all at once.

     If, however, you do not want new listing results to be appended to existing listing results, you must clear the SAS Output window prior to running the new listing. Do this by clicking on the EDIT p-menu in the SAS Output window and then choosing the "Clear text" option.

   - To close the SAS Output window, click on the "X" in the upper left corner of the window.

3. Central High Speed Printer

   - Choose this option to send the listing output to the central, high-speed Xerox print queue. This option should be used for large listings that may tie up your office printer.

   - For most users, listings sent to the high speed printers will be delivered to drop points in your division. Contact ASPB for the location of your division's drop point

### 5.4.1.9 GENERATE THE LISTING

Once you have entered all of the parameters on the Listing Request screen, you are ready to generate the listing output. You may do this by choosing one of the following options:

1. Run Immediately

The listing program will run immediately. You may not do any work in StEPS until the listing has finished executing.

NOTE: If you choose to display your output on the screen, rather than sending it to a print queue, you must choose the “Run Immediately” option.

2. Run Background

The listing program will run immediately (but in the “background”). You can continue working in StEPS while the listing is running.

3. Run in Batch

- If you choose to run a listing in “batch”, you will be prompted to select a “start” time:

  NOW
  NOON
  9:00, 10:00, or 11:00 AM
  6:00, 7:00, 8:00, 9:00, 10:00, or 11:00 PM
  MIDNIGHT

- Click on the time that you want your listing to begin executing. A confirmation window will display, indicating the time you have chosen.

- You may want to choose MIDNIGHT or a ‘PM’ run for listings that will take a long time to execute. It is possible that large runs (e.g., Quick Tab for a very large survey) could slow down the system for other uses currently processing the same survey.

Whenever you run a listing, a file(s) is created: <prefix><*xxxxx*><suffix>, where the prefix indicates the type of listing run, “*xxxxx*” is an arbitrary number assigned by the program, and the suffix indicates the type of file created. These files are stored in the USERLIB library. You may view them using the “View Files, Logs, and Programs” option from the TOOLS menu. See Table 1 below, for a description of the potential prefixes and suffixes for each listing.

Table 1 - Listing Output Naming Convention

| PREFIX | **EXTENSION** |
|---|---|

| | | | |
|---|---|---|---|
| idt | ID by Item | .log | Log from the run |
| itd | Item by ID | .lst | Listing output |
| nam | Name and Address | .sas | Parameters you specified |
| nad | Name and Address with Data | | |
| ref | Ratio Effect | | |
| refs | Ratio Effect with Auxiliary Items | | |
| ptt | Percent Total Rank | | |
| qtb | Quick Tab | | |
| edr | Sorted Edit Reject | | |
| cal | Collection Activity | | |
| act | Stat Period Comparison of Active IDs | | |
| irat | Item Ratio | | |

NOTE: A ".lst" file will be generated every time you run a listing. It is a copy of the listing output.

The ".sas" and ".log" files will only be generated if the listing is run in "Background" or "Batch".

When a listing is run interactively, the log is written to the default log window for users with non-captive accounts. For users with captive accounts, the log is written to "$STEPS_USER/steps/steps_session.log".

### 5.4.1.10 SAVE GENERATED CODE

You may want to run certain listings (e.g., Quick Tab, Collection Activity, Ratio Effect), using the same parameters, on a regular basis. StEPS provides an option, allowing you to save the listing and its associated parameters, as a canned query. This eliminates the need to re-enter the same parameters every time you want to run the same listing. Canned queries are stored in the survey's special programs library (i.e., SPRGLIB) and can be run using the "Survey-Specific" option from the Queries menu. (For more information on running a "Survey-specific" query, see Section 5.3.)

To save a listing program containing the listing parameters you have entered:

1. Click on the UTILITIES p-menu option from the Listing Request screen.

2. Choose the "Save Generated Code as Canned Query" option to display the following:

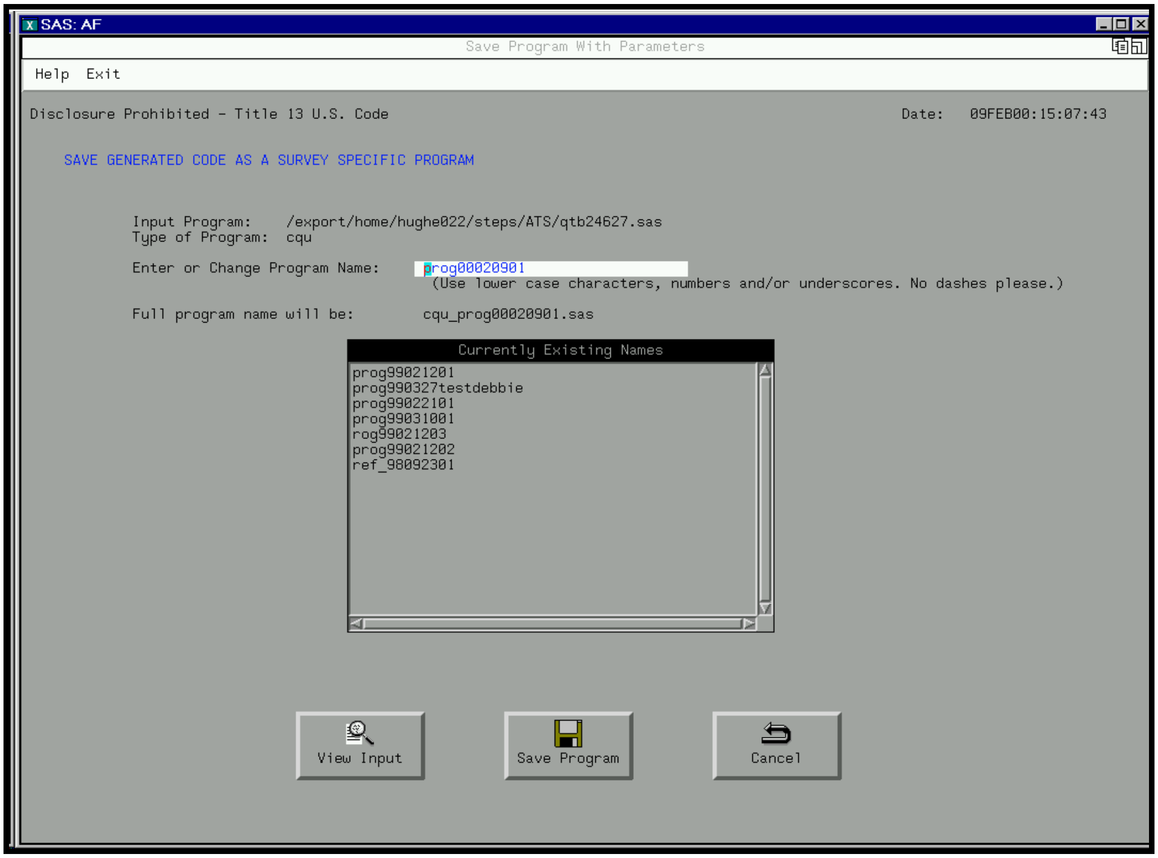


Figure 5.4.1.10 Save Listing Program with Parameters Screen

- Enter a name for the program in the “Enter or Change Program Name” field.

- The default program name will be “prog<date><*xx*>”, where:

  prog = “program” prefix
  date = today’s date in YYMMDD format
  xx = 2-digit sequence number (01-99), automatically assigned by program

- You can use the default program name or enter your own. When naming the program, you must use lower case. You can use numbers and/or underscores, but you man NOT use dashes.

  When naming the program, be sure to enter a unique name, unless you wish to overwrite an existing program. Existing program names are displayed on the screen.

- View the listing program containing the parameters you have specified by clicking on the “View Input” button at the bottom of the screen.

- Save the listing program to the special programs library (i.e., SPRGLIB) by clicking on the “Save Program” button. A confirmation message will display, indicating whether the program has been saved successfully.

3. Once a listing program has been saved as a canned query, it can be accessed and run by:

   - Clicking on the TOOLS button from the StEPS Main Menu.
   - Clicking on the QUERIES button from the Tools menu.
   - Selecting the “Survey-Specific” Queries option from the Queries menu.

   (NOTE: See section 5.3 for more information on running and viewing “Survey-specific Queries”.)

4. To return to the Listing Request screen without saving the listing program as a canned query, click on the “Cancel” button.

## P-Menus

| P-Menu | Options | Function |
|---|---|---|
| UTILITY | Save Generated Code as Canned Query | Saves the listing program (with the parameters you have specified) as a canned query, so that you can access and run it at a later date. (See Section 5.4.1.10). |
| HELP | Listing Request Help (F1)<br><br>WhoamI (F7) | Displays Help information on using the Listing Request screen.<br>Displays user default and systems information. |
| EXIT | Exit (F3) | Exits to the previous screen. |